



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING CENTER
NORTHERN REGION CONTRACTING CENTER
2798 HARRISON LOOP COMPLEX
FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO
THE ATTENTION OF


15 July 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-01, Lost Access Card Procedure/Policy

1. All NRCC employee's located at Fort Eustis who lose or damage their door access card must submit a written report of that loss or damage to their building access card administrator as soon as practicable. The card administrator will verify the last time the card was used to open the building and notify the Customer Support and Business Systems Division Chief if there has been an unauthorized access to a NRCC building using the subject card.
2. In your written report you need to include the following information:
 - a. The last known date and time that you used the card.
 - b. The last date, time, and location you remember having the access card.
 - c. In case of a damaged card, explain how the card was damaged (i.e., went through the washer, got shut in a door, etc).
3. It is your responsibility to obtain a replacement card from the access card administrator. The card administrator will notify your supervisor via e-mail that you have received a replacement card.
4. In the event that you are in need of a second replacement card, you will receive counseling from your supervisor on the importance of protecting government property.
5. Approval from the NRCC Commander is required for any individual needing a replacement card for a third time.


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MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-02, Awards Program Policy

1. Reference:

a. Army Regulation 672-20 (Incentive Awards).

b. Army Contracting Agency (ACA) Awards Program Policy,
3 November 2004.

2. All awards covered under reference a and b must be fully justified and approved by and or coordinated with the Commander. This policy applies to all monetary (i.e., QSI, performance awards and Honorary (i.e., certificates) awards. Citations written for honorary awards should be written in the active voice and specifically identify the purpose of the award.

3. This policy remains in effect until rescinded or superceded.


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REPLY TO
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SFCA-NR-NRCC (715k)

MEMORANDUM FOR Directors of Contracting/Division Chiefs

SUBJECT: NRCC Policy Letter 05-03, Compressed Work Schedule or Flexible Work Schedule

1. Reference:

- a. US Code, Title 5, Chapter 61, Subchapter 11.
- b. Code of Federal Regulations (CFR) Title 5, Part 610; Hours of Duty.

2. The Northern Region Contracting Center (NRCC) civilian personnel serving in an official supervisor or management position are only authorized to work the 5-4/9 compressed work schedule or flexible work schedule. The 5-4/9 is the schedule that provides for an employee to work nine hours daily for eight days, eight hours on one pre-established workday within the pay period, and have one pre-established workday off during each pay period. The eight-hour day and day off are subject to approval along with any other deviations from the established work schedule. The flexible work schedule is the one that allows varied arrival/departure times around core hours, but maintains an eight-hour day, 40-hour week, and 80-hour pay period. The gliding arrival time for the flexible work schedule is 6:00 to 8:30 a.m.

3. The presence of supervisory and managerial employees is critical in maintaining the continuity and stability of the work force and above all for meeting the most critical mission requirements. After implementation of the CWS work schedule, and the RDO is established, the ROD day cannot be changed without prior approval of the supervisor. The regulation states that in no instance will the day be exchanged outside of the pay period.


4. Army Contracting Agency (ACA) is a customer-focused organization. We can best serve our customers by being available when they are. For this reason, ACA NR encourages the DOC's to work the same schedules as the host installation.

SFCA-NR-NRCC

SUBJECT: NRCC Policy Letter 05-03, Compressed Work Schedule or Flexible Work Schedule

5. The effective date for this policy is 6 February 2005 and all other types of compressed schedules for supervisors are not authorized as of this date.

6. This policy remains in effect until rescinded or superseded.



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SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-4, Birthdays

1. Effective immediately, NRCC personnel will be granted 59 minutes to celebrate their birthdays.
2. Whenever possible, the 59 minutes should be taken on the actual birthday. When mission, TDY, holidays, weekend, scheduled leave, or other mitigating circumstances preclude this, employees will coordinate an alternate date with their supervisors.
3. This policy is effective immediately and will remain in effect until rescinded or superseded.


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REPLY TO
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SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-5, NRCC Policy on Gaining Approval of Annual Leave and Sick Leave

1. This policy establishes the procedures on requesting annual leave or sick leave.
2. NRCC employees shall contact their immediate supervisor/division or acting chief prior to 0930 to request emergency annual leave or emergency sick leave. If that individual is not available contact the commander or deputy commander for approval.
3. The immediate supervisor should normally approve ordinary leave for individuals in their organization. If the supervisor is not available then the same chain of command in paragraph 2 above shall be used.
4. Leave shall be requested on a Standard Form 71 (SF71) for audit purposes. For emergency leave the SF71 shall be completed upon return to work.
5. Leave may be taken in ½ hour increments.
6. This policy is effective immediately and will remain in effect until rescinded or superseded.


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SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-6, Open Door Policy

1. Open communications is the foundation of any successful organization, and the ability of members of the NRCC to express their concerns/problems is the most important block of that foundation. I maintain an "Open Door" to all military and civilian employees of the NRCC. I will make myself available to discuss, advise, and/or counsel on issues that are presented and if at all possible I will resolve those issues for you.
2. Each individual also has the responsibility to use the chain of command. I expect all members of the chain of command to act in a sincere, responsible, and timely manner, to listen to employee concerns. Ideally, issues should be handled at the lowest level possible; however, no person needing assistance will be denied the opportunity to see me. Further, no punishment, or any type of reprisal will be taken against persons wishing to see me.
3. Please let your supervisor know that you would like to see me. If you prefer, there is NOT a need to let your supervisor know the nature of the meeting, only that you would like one.
4. For those employees located at Fort Eustis please coordinate a time on my calendar with Jackie. If you are from one of the other DOC's and are in the area please coordinate with Jackie.
5. It is my intent to try and visit each DOC once a quarter. If you need to see me time will be set aside when I am at your office. If it cannot wait please contact me by e-mail and then we can set up a phone call. For those at Fort Lee it is possible that I can make a trip there to meet with you. If anybody is uncomfortable meeting in the DOC we can coordinate for an office space outside of your center, just let me know up front.
6. This policy is effective immediately and will remain in effect until rescinded or superseded.


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REPLY TO
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15 July 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-7, Policy Statement on the Prevention of Sexual Harassment (POSH)

1. It is the policy of the NRCC that any form of sexual harassment is unacceptable and will not be tolerated. Command policy is zero tolerance for discrimination of any kind. All personnel in this command are expected to adhere to the policies and guidelines set forth by Title VII of the Civil Rights Act of 1964, as amended.

2. Personnel will work in a discrimination free environment. Sexual harassment is discrimination and violates command policy, the law, and the Federal Code of Conduct and Ethics.

3. Sexual harassment is a very serious matter. It has been defined by the Equal Employment Opportunity Commission (EEOC) as a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term of condition of a person's job, pay or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile environment, or offensive work environment.

4. Sexual harassment may occur anywhere. Activities where employees represent the command officially or unofficially in work-related environments and is covered by this policy. Management officials will maintain effective organizational procedures that prevent sexual harassment. Supervisors have the responsibility for maintaining a work environment free of sexual harassment and for taking quick action to deal with such allegations with appropriate disciplinary action when warranted. They will give immediate attention to reports of such conduct and ensure that employees maintain acceptable levels of

SFCA-NR-NRCC

SUBJECT: NRCC 05-7, Policy Statement on the Prevention of Sexual Harassment (POSH)


professionalism. Managers will fully and impartially investigate and document the complaint and take immediate appropriate action. Employees who experience sexual harassment personally or as an observer will complain to the appropriate management official. Employees who feel they have been subject of sexual harassment should report the incident immediately to their supervisor. If the employee feels that the supervisor's action or inaction is not sufficient they should report it to the Commander and the Office of Equal Opportunity.

5. This policy does not suggest violating privacy by monitoring social interactions or personal relationships. All personnel should be observant to indicators of sexual harassment.

6. NRCC's greatest asset and strength have always been the men and women who have worked diligently toward mission accomplishment. Again, any instance of sexual harassment within this command will be resolved quickly, firmly, and at the lowest possible level. It is the responsibility of our leaders to ensure that sexual harassment is dealt with swiftly, fairly, and effectively.

7. Questions regarding sexual harassment or other forms of discrimination should be directed to the local Equal Employment Office at your location.

8. This policy is effective immediately and will remain in effect until rescinded or superseded.



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REPLY TO
THE ATTENTION OF

9 June 2005


SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-08, In/Out Processing Personnel Policy

1. PURPOSE. This Standing Operating Procedure (SOP) provides guidance on the process and procedures used by NRCC to accomplish the in-processing of new personnel and out-processing of departing personnel.
2. SCOPE. The procedural guidance contained herein applies only to NRCC.
3. POLICY. All personnel arriving or departing NRCC will comply with the process and procedures established herein. Supervisors are responsible for ensuring in/out processing of assigned personnel.
4. GENERAL. Information requested during in/out processing is used for multiple purposes, such as: emergency notification, security, the NRCC personnel system, processing Government Travel Card actions, key control, and input to the monthly personnel strength report. All information covered by the Privacy Act will be treated accordingly.
 - a. In-Processing. Supervisors, along with new personnel, will discuss/take appropriate action, on the enclosed In-Processing/Orientation Form. The completed Form (with the exception of the completion of TAPES Performance Objectives and Individual Development Plans) will be provided within five (5) working days to the Administrative Support Assistant for NRCC.
 - b. Out-Processing. Supervisors will ensure departing personnel use the enclosed out-processing form to clear through NRCC. The completed out-processing form will be provided to the Supervisor or Administrative Support Assistant by the employee prior to their departure.

2 Encls


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PERSONNEL IN-PROCESSING/ORIENTATION

Employee's Name: _____ Office: _____
Title/Series/Grade: _____ Date of Arrival: _____
Home Address: _____
Home Phone: _____ Spouse Name: _____
Emergency Contact: _____ Phone: _____
For Security Purposes: Birth City/State: _____ DOB: _____
Any Other Names Used: _____ SSN: _____

PURPOSE: To provide supervisors with a consistent outline for in-processing/orientation of new employees. A copy of the completed form will be maintained in the employees NRCC personnel file.

Division/Office

- ☐ Provide Position Description
- ☐ If new Civil Service employee, explain probationary period*
- ☐ If new supervisor, explain probationary period*
- ☐ Provide NRCC Command Briefing
- ☐ Identify assigned work area
- ☐ Identify equipment, rest rooms, drinking fountains, refrigerator, microwave, etc.
- ☐ Work hours (lunch period, etc.)/Work schedules (CWS/Flex and Core hours)
- ☐ Advise employee of paydays, features of MyPay, etc.*
- ☐ Leave request process (how to request, from whom to request, who to contact if sick, who to contact in an emergency, time frame to contract supervisor, etc.)
- ☐ Outside employment or interests that may conflict with official duties while employed at NRCC
- ☐ Use of telephone is for official business only, limited use is authorized to conduct personal business that must be conducted during normal duty hours.
- ☐ Use of computer equipment is for official business purposes only (e.g., e-mail, internet); use consents to monitoring
- ☐ Establish TAPES objective within 30 days of assignment
- ☐ Develop IDP within 30 days of assignment
- ☐ Introduce to NRCC office staff
- ☐ Set up office call with NRCC Commander and Deputy Commander (DOC's can see Commander during visits to site)

*Solicit assistance or schedule employee to meet with Admin Personnel as necessary

Administrative Assistant

- ☐ Verify Security Clearance
- ☐ Complete new application/transfer current Government Travel Card
- ☐ Provide Government Travel Card policy for review/signature
- ☐ Key Issue (if applicable): Serial # _____ Serial # _____
- ☐ Telephone PIN # issued (if applicable): _____

IT Support

- () Add to Fort Eustis Domain
- () Add to Fort Eustis E-Mail Domain
- () Add to Fort Eustis Locator System
- () Verify/Assist to establish AKO account

*Remote sites need to follow local policies

Date

Signature of Supervisor

The items listed on this form have been completed/discussed with me.

Date

Signature of Employee

DATE REQUIRED BY PRIVACY ACT OF 1974

1. AUTHORITY. 5 USC, Sec 301; and 10 USC, Sec 3012G.
2. PRINCIPAL PURPOSE(S). Maintained for ready reference in accomplishing official administrative requirements for assigned personnel.
3. ROUTINE USES. This information is used by office clerical personnel in completing official forms, rosters, emergency notification, verifications, etc., pertaining to individual concerned.
4. MANDATORY VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Voluntary, however, failure to provide information will hinder timely completion of official job-related requirements.

PERSONNEL OUT-PROCESSING

Employee's Name: _____
Title/Series/Grade: _____

Office: _____
Date of Departure: _____

PURPOSE: To provide supervisors with a consistent outline for out-processing of departing employees. A copy of the completed out-processing form will be maintained in the employee's NRCC personnel file.

New Assignment (forwarding address and e-mail, if known)

Clearance is required through the following offices

Administrative Support Assistant

- () Security Debriefing (if applicable)
- () Key Turn-In (if applicable)
- () Government Travel Card (Deactivate or transfer to new duty assignment)
- () Telephone PIN # (Delete from system, if applicable)

IT Support

- () Remove from Fort Eustis Domain
- () Remove from Fort Eustis E-Mail Domain
- () Remove from Fort Eustis locator system
- () IT hardware/software inventory (with Property Book Officer)

*Remote sites need to follow local policies

Division Chief/KO

- () Ensure all SPS Type Actions are Complete (I.e., DD 350's, etc.)

Date

Signature of Supervisor

The items listed on this form have been completed/discussed with me.

Date

Signature of Employee

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